

NOTIFICATION TO EXISTING RELATIVE/NEIGHBOR PROVIDERS: TRAINING REQUIREMENT

Dear Provider:

We want to let you know about a new training and professional development requirement that will apply to you as a provider of child care for children through the Child Care Works subsidy program. As of July 1, 2009, Relative/Neighbor (R/N) providers will start to participate in 12 hours of training over a two year period if they wish to be paid for caring for children in the subsidized child care program.

As a provider already caring for subsidized children, you will be required to meet this training requirement from the date that your CareCheck is renewed. From your CareCheck renewal date, you will have two years to complete 12 hours of training. At the time of your CareCheck renewal, your Child Care Information Services (CCIS) will advise you of the start date for the two year period during which you must meet the training requirement.

You will be able to take advantage of the professional development offered through the Pennsylvania Early Learning Keys to Quality Professional Development system. Approved trainings can be found on the website at <http://www.pakeys.org>.

As an existing provider, you have already been registered onto the Pennsylvania Early Learning Keys to Quality website. You can access your information by clicking on "Other Log-In Options" under the log-in box in the lower left corner and choosing log-on option three; then enter your birth date and the last five digits of your Social Security Number. You will have a personal professional development page on the website. As you complete training, the instructor or training organization will enter the training date, topic and hours into your professional development record. You will be able to access your personal training information through the website by clicking on "My PD History" on the left side of the page. You can print a listing of all of your completed trainings at any time.

You will also find that the website offers a variety of ways to get training. The website has a calendar that lists workshops and local training schedules, lists training topics, and gives instructions on how to access mail-in self-learning training packets and on-line training courses. Trainers are approved through the professional development system to assure that they meet quality standards set by the Office of Child Development and Early Learning. There will be a fee, usually \$5 to \$10, for each training session.

You may browse the Pennsylvania Early Learning Keys to Quality website and participate in trainings prior to your CareCheck renewal date; however, these training hours will not count towards your training requirement.

- Example: If your CareCheck renewal date is February 22, 2010, you must get 12 hours of training between February 22, 2010 and February 22, 2012. Any training you get prior to February 2010 does not count towards your training requirement.

As your CCIS, we will be in contact with you prior to your CareCheck renewal date to offer more information about the training and professional development program.

There is a wide array of professional development training that will be made available to help you continue to improve your knowledge and skills for the provision of child care and we are excited to make this opportunity available to you.

Thank you for participating in the Child Care Works subsidized child care program. Please contact us at _____ if you have questions.

CCIS of _____